

Rule 5 - Examinations

5.10 Conduct of Examinations

The Chief Examiner shall arrange for the use of public facilities and for the conducting of examinations.

All tests shall be practical and shall consist only of subjects which will fairly determine the capacity of persons examined to perform the duties of the position to which appointment is to be made and may include but not be limited to physical fitness, manual skill, written, oral, psychological, or assessment center evaluations.

The Commission may designate a qualified person or agency to give and score an examination or examinations including but not limited to written examinations, physical agility testing, and oral board interview, which may be conducted on an ongoing, continuous basis.

5.20 Qualifying Grade

In all examinations the minimum grade or standing for which eligibility may be earned shall be seventy percent (70%), except for assessment center type examinations, for which a sixty percent (60%) minimum grade shall be established.

A candidate who fails to meet the minimum score on one complete component will be deemed to have failed the entire examination. Examples of components shall be: a written test, an entire assessment center, an oral interview, etc.

5.30 Veterans Preference Points

Veterans who have passed an examination shall be entitled to credit pursuant to relevant sections of Chapter 41.04 RCW (see attached; updated 4/18/03, please refer to Chapter 41.04 RCW for complete and current information).

Amended 05/21/03

RCW 41.04.005

"Veteran" defined for certain purposes.

(1) As used in RCW [41.04.005](#), [41.16.220](#), [41.20.050](#), [41.40.170](#), and [28B.15.380](#) "veteran" includes every person, who at the time he or she seeks the benefits of RCW [41.04.005](#), [41.16.220](#), [41.20.050](#), [41.40.170](#), or [28B.15.380](#) has received an honorable discharge or received a discharge for physical reasons with an honorable record and who meets at least one of the following criteria:

(a) The person has served between World War I and World War II or during any period of war, as defined in subsection (2) of this section, as either:

(i) A member in any branch of the armed forces of the United States;

(ii) A member of the women's air forces service pilots;

(iii) A U.S. documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or

(iv) A civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or

(b) The person has received the armed forces expeditionary medal, or marine corps and navy expeditionary medal, for opposed action on foreign soil, for service:

(i) In any branch of the armed forces of the United States; or

(ii) As a member of the women's air forces service pilots.

(2) A "period of war" includes:

(a) World War I;

(b) World War II;

(c) The Korean conflict;

(d) The Vietnam era[, which] means:

(i) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period;

(ii) The period beginning August 5, 1964, and ending on May 7, 1975;

(e) The Persian Gulf War, which was the period beginning August 2, 1990, and ending on the date prescribed by presidential proclamation or law;

(f) The period beginning on the date of any future declaration of war by the congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress; and

(g) The following armed conflicts, if the participant was awarded the respective campaign badge or medal: The crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; and Bosnia, Operation Joint Endeavor.

RCW 41.04.007

"Veteran" defined for certain purposes.

"Veteran" includes every person, who at the time he or she seeks the benefits of RCW [72.36.030](#), [41.04.010](#), [73.04.090](#), [73.04.110](#), [73.08.010](#), [73.08.060](#), [73.08.070](#), or [73.08.080](#) has received an honorable

discharge or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the following capacities:

(1) As a member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, and has fulfilled his or her initial military service obligation;

(2) As a member of the women's air forces service pilots;

(3) As a member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call up for at least one hundred eighty cumulative days;

(4) As a civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or

(5) As a member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941, through August 15, 1945.

RCW 41.04.010

Veterans' scoring criteria status in examinations.

In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions or employment, the state, and all of its political subdivisions and all municipal corporations, shall give a scoring criteria status to all veterans as defined in RCW [41.04.007](#), by adding to the passing mark, grade or rating only, based upon a possible rating of one hundred points as perfect a percentage in accordance with the following:

(1) Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW [41.04.005](#) and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(2) Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW [41.04.005](#) or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(3) Five percent to a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to the first promotional examination only;

(4) All veterans' scoring criteria specified in subsections (1), (2), and (3) of this section must be claimed within fifteen years of the date of release from active military service. This period may be extended for valid and extenuating reasons to include but not be limited to:

(a) Documented medical reasons beyond control of the veteran;

(b) United States department of veterans' affairs documented disabled veteran; or

(c) Any veteran who has his or her employment terminated through no fault or action of his or her own and whose livelihood is adversely affected may seek scoring criteria employment consideration under this section.

5.40 Returning Veterans

Veterans who leave City employment to enter the military and who qualify for mandatory reemployment under the provisions of state or federal law, shall be reinstated to their prior position in the classified service or to a position of like seniority, rank, and pay as if their work with the City had not been interrupted by military service. Reinstatement shall occur notwithstanding any contrary provisions in these rules concerning appointments or promotions and a reinstated employee shall be entitled to all rights provided in state and federal law for returning veterans.

5.50 Notification of Results

All persons who take examinations for Civil Service Positions shall promptly be notified in writing after certification of the results of their examinations. All candidates shall be entitled to receive feedback relative to their performance on dimensions or criteria contained in the examination during a review period established by the Chief Examiner following conclusion of the examination.

5.60 Promotional Examinations

As the needs of the service may require, promotional examinations may be conducted from time to time and may consist of evaluations of prior service, accomplishments in special training courses, or other pertinent test. All candidates for promotion must be regular employees in the classified service of the City and must possess the minimum prerequisites as set forth in the specifications of the class to which promotion is sought.

If calls for promotional examinations do not produce qualified applicants from within the City's classified service, or if a list of eligibles cannot be certified from such examinees, or if less than two qualified candidates apply for and take the first part of the examination, the examination may be opened to qualified persons outside the City's classified service. A candidate who fails a portion of the examination will be deemed to have taken the examination for the purposes of this section. The Chief Examiner may, with the consent of the Civil Service Commission and appointing authority, submit the examination to experienced applicants in such fire or police service from outside the classified service of the City.

5.70 Police Corps Program

- (A) The Redmond City Council has, by ordinance, authorized participation in the Police Corps Program established under Title XX, Subtitle A of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. §§ 14091 et seq. It is the purpose of this rule to authorize participation of the City Police Department as a sponsoring agency for Police Corps candidates and to provide for integration of the Police Corps Program into existing civil service and hiring programs.
- (B) The Civil Service Commission hereby finds that the Police Corps Program is a qualified testing and eligibility program that provides a process equal to or greater than the existing examination processes used by the Commission in the evaluation of candidates for the Police Department. Based upon this finding, the Civil Service Commission recognizes and authorizes the Police Corps Program as a qualified testing and eligibility process for the Redmond Police Department.
- (C) All applicants for sponsorship in the Police Corps Program by the City of Redmond shall be reviewed and approved by the Commission and the Appointing Authority. By motion or other approval, the Commission may delegate its review and approval authority of candidates to the Secretary and Chief Examiner. Upon such delegation, the Secretary and Chief Examiner shall verify that candidates for sponsorship meet the minimum eligibility requirements for City employment.
- (D) Candidates for Police Corps sponsorship by the City shall be subject to initial testing in order to determine fitness for City employment. Such testing shall include, but not be limited to, background, polygraph, psychological, physical agility, and any other testing approved by the Commission. Upon satisfactory completion of such testing, the candidate may be sponsored by the City. Sponsorship shall be approved by the Appointing Authority and by the Commission, acting by motion or, if such power has been delegated under Subsection (C) of this Rule 5.70, by the Secretary and Chief Examiner.
- (E) Following approval of sponsorship by the Appointing Authority and the Commission, the candidate may be admitted to the Police Corps Program as conducted by the Washington Criminal Justice Training Center ("CJTC"). Upon successful completion of the CJTC Program, and certification of the candidate for employment under the Program, the information shall be submitted to the Secretary and Chief Examiner. Additional administration of tests authorized in Subsection

(D) of this Rule 5.70 in order to confirm the continuing eligibility of the candidate for employment may be administered by the Secretary and Chief Examiner. Following successful completion of such further testing, the Secretary and Chief Examiner shall place the name of the candidate on the Police Corps candidate eligibility list.

- (F) The Police Corps candidate eligibility list shall be maintained as a separate list from any other eligibility list for entry level employment. Names on the Police Corps candidate eligibility list shall remain effective for a period of twelve months, unless sooner removed as provided elsewhere in these Rules.
- (G) Candidates sponsored by the City and successfully completing the Police Corps Program shall be certified by the Secretary and Chief Examiner to the Appointing Authority for appointment. Candidates appointed shall be employed in a probationary status and subject to all policies, rules, regulations, and collective bargaining agreements applicable to other probationary employees of the City's Police Department.
- (H) Any officer originally appointed from an eligibility list pursuant to the Police Corps Program shall serve no less than four (4) years of employment with the Redmond Police Department on community patrol, as that term is defined in the Police Corps program. Service in community patrol shall not preclude an employee from eligibility for testing or promotion, consistent with rules now or hereafter adopted by the Commission.
- (I) This Rule 5.70 applies to Police Corps candidates only. In the event of any conflict between the provisions of this Rule 5.70 and any other Rule adopted by the Commission, the provisions of this Rule 5.70 shall control as to such Police Corps candidates.

Amended 5/15/02